

**FACULTY SENATE STEERING COMMITTEE MEETING**  
**April 13, 2010 – 3:30 PM – 2002 SHELBY HALL**

**UNAPPROVED MINUTES**

**ATTENDING:** Karen Steckol, Clark Midkiff, Jeanette VanderMeer, Lowell Baker, Marcia Barrett, Melondie Carter, Carolyn Cassady, Margaret Garner, Steven Hobbs, Deidre Leaver-Dunn, Katrina Ramonell, Harold Stowell, John Vincent, Ray White

**ABSENT:** Marci Daugherty, Rona Donahoe, Jim Hall, Michael Martone, Ed Stephenson

**GUESTS:** Dr. Mark Nelson, Vice President for Student Affairs and Vice Provost; Dr. Lorin Kuffel, Institutional Research & Assessment Executive Director; Richard LeComte, Dialog

Roll call and quorum check by Secretary Jeanette VanderMeer.

The Faculty Senate Steering Committee meeting minutes of March 9, 2010 were approved.

**President's Report** – (*Karen Steckol*) President Steckol presented and made available **salary information** (AAUP) from Southeastern Conference institutions. UA salary information contained the percentage of benefits (37.5%) included in salaries ranked the highest in the State. The media reported University salaries for professors and instructors were down 1.2%. Discussion included the possible source of this information and reasons that would verify or discredit the percentage figure.

A proposed **parking fee** for the Foster Auditorium area has brought complaints. Gina Johnson will attend the Steering Committee's meeting with the Provost to answer questions and discuss this issue.

The **Dean and Chair Evaluations** have not gone out as of this date and will be addressed at the Thursday meeting with the Provost.

Dr. Lorne Kuffel, Executive Director of Institutional Research & Assessment, began his syllabus presentation based on the Faculty Handbook. Handouts included "Syllabus Construction, A Guide for Faculty" and "Online Syllabus Sections". The **online syllabus** sections include the Header, Office Hours, Prerequisites, Course Description, Objectives, Outline of Topics, Exams and Assignments, Grading Policy, Policy on Missed Exams & Coursework, Attendance Policy, Required Texts, Other Course Materials, Extra Credit Opportunities, Disability Statement, Policy on Academic Misconduct and Severe Weather Protocol. To access the syllabus system faculty members should go to "MyBama" and proceed to "Faculty Links" and the syllabus system. A syllabus from a previous course can be recopied and edited in the current system. The required text material is pulled directly from the Book Store. Information can be added to this section or under "Other Course Materials". The Disability Statement, Policy of Academic

Misconduct and Severe Weather Protocol are automatically loaded and are required to be on every syllabus. Disclaimers are listed and can be added by going to “Add New Sections” including Cultural Diversity Statement, Severe Weather, Honor Code, Computer Resources Use Policy and Classroom Decorum. These can be custom designed specifically for any college or department. College or department specifics concerning student learning outcomes associated with a certain course can be preloaded and added by a drop-down click. Syllabus access option levels will be public, UA login and those taking the course. This will control access to intellectual properties included in the syllabus. Ray White pointed out the Faculty Handbook should be changed to reflect changes and current policies as quickly as possible.

Dr. Mark Nelson gave a history concerning the document he developed titled “Syllabus Construction – A Guide for Faculty”. The document includes three sections – “Faculty Handbook Requirements”, “Commonly Agreed upon Elements of a Good Syllabus” and “UA Specific Information and Examples to Consider”. The note at the bottom of Page 2 partially states “The SACS Principles of Accreditation suggest that objectives are best stated in the form of ‘student learning outcomes,’ i.e., what students should be able to know and do at the end of the course”. The first section addresses Faculty Handbook requirements including accurate course descriptions and syllabi. The second section lists the elements of a good syllabus usually agreed by faculty members to be important. The third section gives specific information, suggestions and examples some of which can be cut and pasted into a syllabus. The document includes the use of plagiarism detection software statement. Discussion included new course rejections, reoffered courses and confusion concerning syllabus requirements. The Academic Affairs Committee requested by Faculty Senate resolution August of 2009 listed the items not compatible with currently required and anticipated to be required in course syllabi and contained a request for the Faculty Handbook language to be changed to reflect its current understanding of syllabi requirements and included suggested handbook wording. A follow-up will be done with the Provost. It was pointed out that uniformity and consistency in information/texts/titles presented is critical particularly the academic integrity statements. Classroom decorum should include the use of electronic devices during class.

**Vice President’s Report** – (*Clark Midkiff*) Vice President Midkiff expressed gratitude to Carolyn Cassady and Deidre Leaver-Dunn for their participation in a training program for a select number of staff professionals. He attended the Board of Trustees meeting on Friday. Faculty salaries, parking fees, campus landscaping, bike paths, drinking water access on the Quad, sidewalks and pedestrian safety on campus were also discussed.

**Secretary’s Report** – (*Jeanette VanderMeer*) No report.

**Academic Affairs** – (*John Vincent & Marcia Barrett*) A draft of the “**Resolution on the Philosophy for the Baccalaureate Degree of a UA Graduate**” was presented to the Steering Committee. The suggestions of the Steering Committee were incorporated into the document. The suggestion for the placement of the document was to locate it at the front of the electronic and undergraduate catalogue and near the admission statement. The Faculty Senate Steering Committee approved the resolution unanimously with the

addition of “and published on the academic affairs website and in the undergraduate catalogue”.

**Faculty Life** – (*Deidre Leaver-Dunn & Lowell Baker*) In their committee meeting two weeks ago the Faculty Life Committee took the peer SUG and SEC institution lists and are going to compare their **maternity leave** policy. A comparison chart will be developed to present to the Provost. Alcohol purchases by departments and per diem rates were also discussed during their meeting.

**Financial Affairs** – (*Katrina Ramonell & Steven Hobbs*) No report.

**Information Technology** – (*Ray White & Jim Hall*) This committee raised the issue of a need of **after-hours classroom assistance**. Beginning this fall undergraduate students will be available to provide assistance. Issues brought forward in the last two semesters in the University Information Technology Committee were problems with finding majors on Banner, Degree Works flaws (unable to find freshmen majors), Astra room reservation system (slowed) and online hiring system difficulties. There seems to be a lack of collaboration and shared information involved in most committee activities.

Campus construction was discussed.

**Research & Service** – (*Ed Stephenson & Harold Stowell*) This committee has communicated via email to the Faculty Senate information concerning the proposed **Internal Grant** recommendations. There is a sentiment that the feedback to the applicant should not be a form letter but should include a specific statement and reasons for declining a specific proposal. An email will be sent to Joe Benson expressing this concern.

**Faculty & Senate Governance** – (*Marci Daugherty & Michael Martone*) No report.

**Student Affairs** – (*Melondie Carter & Carolyn Cassady*) The SGA officers have been contacted to determine if there are any issues or concerns to be addressed by this committee. The SGA representative to the Faculty Senate will be urged to attend the meetings. Block seating policy changes should be followed to determine if it has been implemented.

**Legislative Agenda** – (*Margaret Garner*) A Legislative Breakfast was held with Earl Hilliard, Jr. as speaker.

Contributions of deceased Doug Jones was recognized and appreciation expressed by the Faculty Senate Steering Committee.

Meeting adjourned 5:30 PM

